

**UNITED STATES DISTRICT COURT**  
**EASTERN DISTRICT OF VIRGINIA**

FERNANDO GALINDO  
CLERK OF COURT

REBECCA BEACH SMITH  
CHIEF JUDGE

**ATTORNEY ADMISSION PROCEDURE**  
**ALEXANDRIA DIVISION**

Applicants are required to take the Oath of Admission in open court before any of the judges. An admission proceeding may be held at any time during open court. An attorney previously admitted to practice in the Eastern District of Virginia must accompany the applicant to the court proceeding to make an oral motion for the applicant's admission. The Clerk's Office does not schedule these motions ahead of time.

The majority of admission proceedings take place before the Friday motions docket. The judges in Alexandria hear criminal motions beginning at 9:00 a.m. and civil motions beginning at 10:00 a.m., on most Fridays.

If motions are cancelled on any particular Friday, a notice will be posted on our website. If an applicant chooses to be admitted on a Friday motions docket, you should come to the Clerk's Office, along with the movant (the attorney making the motion for the applicant's admission), at least 30 minutes prior to the beginning of court to process the paperwork and pay the \$176.00 admission fee. A current copy of the applicant's Virginia Bar card must be attached to the application and show that the applicant is an active member.

Additionally, the applicant may request a Certificate of Good Standing, for \$18.00. The certificate will qualify the applicant to practice before the U. S. District Court for the Western District of Virginia.

After the applicant has taken the oath in open court, he/she should return to the Clerk's Office to receive their Certificate of Admission and Certificate of Good Standing, if one was requested.

**IN THE UNITED STATES DISTRICT COURT  
FOR THE EASTERN DISTRICT OF VIRGINIA  
ALEXANDRIA DIVISION**

**APPLICATION TO QUALIFY AS AN ATTORNEY OF THE  
UNITED STATES DISTRICT COURT FOR THE EASTERN DISTRICT OF VIRGINIA**

To: The Honorable Judges of the United States District Court for the Eastern District of Virginia

**PERSONAL STATEMENT**

FULL NAME (NO INITIALS PLEASE) \_\_\_\_\_  
Virginia State Bar Identification Number \_\_\_\_\_  
Firm Name \_\_\_\_\_  
Firm Phone Number \_\_\_\_\_ Direct Dial Number \_\_\_\_\_  
FAX Number \_\_\_\_\_  
E-MAIL Address \_\_\_\_\_  
Office **Mailing** Address \_\_\_\_\_  
Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_  
I was born in (City, State, Country) \_\_\_\_\_  
My mother's maiden name is (was) \_\_\_\_\_  
I was naturalized at \_\_\_\_\_ (Place) on \_\_\_\_\_ (Date)  
I have been a practitioner since \_\_\_\_\_

I have not been reprimanded in any court nor has there been any action in any court pertaining to my conduct or fitness as a member of the bar. I am qualified to practice in the Supreme Court of Virginia.

I hereby certify that within ninety(90) days prior to the submission of this application I have read (a) The Federal Rules of Civil Procedure, (b) The Federal Rules of Criminal Procedure, (c) The Local Rules of this Court and (d) The Federal Rules of Evidence.

I understand the Court's policy concerning Electronic Case Filing (ECF) and certify that I will be registered for ECF within 90 days, and will update my registration as directed.

\_\_\_\_\_  
(Signature)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
(Notary Public)

My commission expires: \_\_\_\_\_

We, the undersigned, do certify that we are members of the bar of this Court, not related to the applicant; that we know the applicant personally, that the said applicant possesses all of the qualifications required for admission to the bar of this Court; that we have examined the applicant's personal statement. We affirm that his/her personal and professional character and standing are good.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Typed or Printed Name)

Do you request a Certificate of Good Standing so that you may apply for admission to the United States District Court for the Western District of Virginia? Yes \_\_\_\_\_ No \_\_\_\_\_ (An additional \$18.00 fee required)

**OATH ON ADMISSION**

I do solemnly swear (or affirm) that I will demean myself as an attorney and counselor of this Court, uprightly and according to law; and that I will support the Constitution of the United States, so help me God.

I declare (or certify, verify, or state) under penalty of perjury that the foregoing is true and correct.

Date:

Signature:

\_\_\_\_\_

Sworn and subscribed before me,

\_\_\_\_\_, Deputy Clerk    Date: \_\_\_\_\_

Admitted on motion of: \_\_\_\_\_

**A COPY OF YOUR VIRGINIA BAR CARD  
MUST BE ATTACHED TO THIS APPLICATION**